

STATE HISTORICAL RECORDS ADVISORY BOARD

Minutes

The State Historical Records Advisory Board (SHRAB) met on October 26, 2004 at 1:00 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK); Mary Winter, Kentucky Historical Society (KHS); Sue Lynn McDaniel, Western Kentucky University (WKU); and Dr. James Greene, Harlan Independent Schools. Also present was Connie Renfroe, Public Records Division Secretary. Not present were: Dr. Yvonne Baldwin, Morehead State University (MSU); Dr. William Mulligan, Murray State University (Murray SU); and Kent Whitworth (KHS).

The minutes of May 25, 2004 were reviewed. Greene made a motion to accept the minutes, seconded by Bell. Motion carried unanimously.

Teague gave an update on the Archives Week Coordinating Committee. The Committee met earlier in the day to discuss Archives Week, which was held October 10-16, 2004. The poster for Archives Week was designed by KHS staff member Gretchen Haney. It was mailed out to repositories and libraries from KDLA. The poster was also available on-line in a PDF format, so that it could be readily printed as needed. Next year, the Committee plans to send out a survey to find out how the posters were used. Although a mailing was made to several organizations requesting nominations for the Archives Week Certificates of Merit in four categories, no response was received. The Committee agreed to award the Archives Week Certificate of Merit for writing to John Kleber, and the authors of the *Encyclopedia of Louisville* and another certificate for a public official to Frances Cotterill, Mason County Clerk. In the future, the Committee

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itself, working with other organizations, will make the nominations for the Certificates of Merit. Local Records administrators worked with several local county governments and were successful in having several governments issue proclamations for the 2004 Archives Week. Teague showed a plaque to the SHRAB from the Louisville/Jefferson County Metro Government, which recognized 2004 Archives Week. Greene suggested getting history teachers involved during Archives Week, where they could share the importance to students of preserving our history. Ryder said she planned to include the link to Archives Week in her signature block when corresponding by e-mail. Belding expressed his appreciation to the Committee and to all who shared in making 2004 Archives Week successful.

Discussion was held on public relations for Archives Week. Ryder said that she tried to get a press release, tying in the George Cunha Papers, but was not successful. Although an article would appear after the fact, it would not have the same impact as if it had appeared during the 2004 Archives Week. She hopes, with the recently appointed development officer, UK will do better in publicizing Archives Week in 2005. McDaniel said that WKU had a full page spread of photos on the opening of the collection and the exhibit held during the 2004 Archives Week. Teague said the Education Cabinet was very interested and were very helpful in doing a press release on the 2004 Archives Week and issuing it electronically to press row, with the poster attached. Greene suggested that the public be asked to bring in historical items during Archives Week.

Teague reported on the progress of the NHPRC administrative support grant to the SHRAB. SHRAB co-sponsored an SAA workshop, "Basic Electronic Records," held on April 29, 2004 at Eastern Kentucky University. The second SAA workshop, "Understanding Archives and Records," was held two days preceding the KCA fall meeting on September 29th and 30th in Louisville. Funds from the 2004 NHPRC state board grant awarded to SHRAB were used to pay for the food provided at the first workshop. The SHRAB had originally planned on using funds to pay \$100 toward registration fees for each Kentucky archivist who participated in the second workshop; however, the workshop was attended by more persons from outside of Kentucky, so

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only nine people from Kentucky benefited from this scholarship. Funds were then used to pay for food and meals for workshop participants. SHRAB has applied for another \$10,000 NHPRC grant for 2005. Funds from this grant will be used to pay for administrative costs; two SAA workshops, and continuing work on the development of a video.

Discussion was held on SHRAB applying for participation in the NHPRC regrant program. The funds requested will be for \$100,000 for either a one or two year project. The application will be submitted in June, 2005. A regrant subcommittee of Teague, Bell, Green and Whitworth will meet before that date. Teague will send out material about the regrant program to SHRAB for review.

Belding said that the change in administration had given impetus to an initiative by the Executive Branch Ethics Commission, to have every board and commission adopt a model code of ethics. Belding passed out a draft code. Winter made a motion to accept the Code of Ethics, seconded by Ryder. Motion carried unanimously.

The Board discussed the resubmission of the KHS grant application. Teague asked Board members to submit their written reviews by November 22, 2004. She will then compile the Board's review and send it to NHPRC in early December. All present were in favor of the grant proposal. Greene made a motion to support the recommendation of the KHS grant. Ryder seconded the motion. Motion carried unanimously.

Board members were asked to e-mail dates best for them in January, May, later August, and October for 2005 SHRAB meetings.

There being no further discussion, meeting adjourned.

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